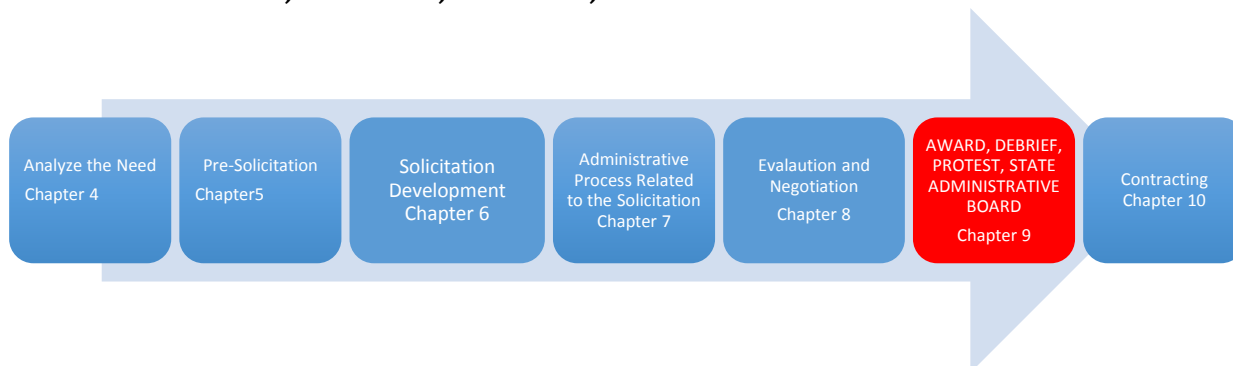


CHAPTER 9

Award, Debrief, Protest, State Administrative Board



9.1. Chapter Overview

Subsequent to completing the evaluation and negotiation steps identified in Chapter 8, the Solicitation Manager is responsible for completing the following steps:

- Drafting Award Recommendation and Evaluation Synopsis
- Communicating notice of the contract award
- Conducting vendor debrief sessions
- Participating in protest review activities
- Submitting award recommendation information to the State Administrative Board when required
- Notifying vendors of contract award

9.2. Award Recommendation and Evaluation Synopsis

The Solicitation Manager is responsible for drafting and publishing an “**Award Recommendation and Evaluation Synopsis**” at the conclusion of the Evaluation and Negotiation stage of the solicitation. The Award Recommendation and Evaluation Synopsis is required for any contract award made from a direct solicitation or request for proposal over \$10,000. The decision making rationale for a contract (including a purchase order contract) \$2,500 - \$10,000 must be documented in the solicitation file. The Award Recommendation and Evaluation Synopsis must be published on the Buy4Michigan system, or sent to the solicited vendors if a Direct Solicitation was used, and the solicitation was not published on Buy4Michigan. The “Award Recommendation and Evaluation Synopsis” is a document that describes items such as the following:

- The vendor selected for contract award
- The vendors that responded to the solicitation
- The evaluation process and method used in the solicitation
- The mandatory minimum requirements identified in the solicitation
- Technical evaluation results for each vendor, and summary for all vendors
- Pricing proposal summary
- State Administrative Board requirements
- Vendor debrief options

Contract negotiations, including the negotiation of price, terms and conditions, and contract requirements must be completed and documented prior to the issuance of the Award Recommendation and Evaluation Synopsis.

9.3. Vendor Debrief Meeting

The Solicitation Manager is responsible for conducting, at the request of a vendor that submitted a proposal, a **“Vendor Debrief Meeting.”** A Vendor Debrief Meeting is a meeting intended to provide the State with an opportunity to explain the Evaluation Synopsis with the vendor, provide feedback to the vendor on how to strengthen future proposals, and answer vendor questions related to the award. The Vendor Debrief Meeting must be honored and conducted (in person or conference call) as soon as possible after the request is made.

The State must have legal representation in any Vendor Debrief Meeting where the vendor has an attorney present. The Solicitation Manager must request the vendor to confirm if an attorney will be in attendance.

9.4. Vendor Protest

A **“Vendor Protest”** is written communication from a vendor that submitted a proposal, but was not selected for award. Vendor Protests received by the deadline to submit a protest as identified in the solicitation instructions must be investigated. A Vendor Protest must be processed as follows:

Central Procurement Solicitation - The Enterprise Procurement’s Business Development, Policy and Procurement Compliance team is responsible for conducting the review and investigation of a Vendor Protest received for a solicitation processed in the Central Procurement Office.

Delegated Authority Solicitation - The agency procurement executive is responsible for conducting the review and investigation of a Vendor Protest received for a solicitation processed under delegated authority. The agency procurement executive must forward the Vendor Protest to the Business Development, Policy and Procurement Compliance team for review and approval of the resolution.

9.5. State Administrative Board

The Solicitation Manager is responsible for submitting, to the Secretary of the State Administrative Board, information related to the execution of a new State Contract, including Purchase Order Contracts, meeting the \$250,000 threshold. An existing Vendor Protest must be resolved prior to the Finance and Claims Committee approval date.

9.6. Finalize Contract

The Solicitation Manager is responsible for finalizing the contract agreement, and obtaining the authorized Contractor signature, if applicable. Chapter 10 provides details on contracting, including contract development and execution.